

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's fire prevention program, including fire inspections, fire investigations, and public fire education. The incumbent of this class manages the Fire Prevention Bureau, supervises all subordinate personnel assigned to the bureau, and provides for the maintenance of records and reports of activity, in addition to personally performing inspection and investigation duties. The Chief of Fire Prevention performs the majority of assigned duties independently, with results of work reviewed by and direction for special projects received from the Fire Chief or Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a fire department division responsible for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning use of equipment and deployment of personnel. Develops management policies, goals, and objectives relating to fire prevention. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Maintains a reference library on inspection, investigation, and public fire education topics.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Gathers information for and submits a divisional operating budget. Provides for the inspection or testing of any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Writes requests for grants and other special funds to aid in the operation of the fire prevention division. Writes newspaper articles or any other type of official position paper for publication when designated to do so by the Fire Chief.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division.

Supervises division employees by inspecting their appearance, by directing their work, and by providing assistance in technical areas. Reviews reports written by subordinates. Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and resolves employee complaints and grievances. Maintains discipline. Assigns duty areas and work schedules, and approves leave. Conducts on-the-job training in inspection, investigation, and public fire education.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Takes notes and photographs, makes sketches and diagrams, and collects all information the department deems necessary to document investigation activity at the fire scene.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Fire Prevention immediately preceding closing date for application to the board.

BC	05-12-75
Rev	06-06-75
	02-21-83
	08-18-88
	06-22-89
	03-18-92
	11-09-94
	11-04-04
	08-22-07
	09-19-07
	03-12-08
	03-21-12